FAD 98 Preference Instructions

You will submit your preferences through the PERSCOM Officer Career Management Knowledge Center. Before you go to the knowledge center you can find more information on the process at **https://www.perscomonline.army.mil/opfamdd/fad.htm.**

How to Access the PERSCOM Officer Career Management Knowledge Center

1. **Check Browser**. In order for you to successfully complete your Preference Statement, your Internet browser must be either Netscape Navigator version 4.0 or above or Microsoft Internet Explorer version 4.01 or above; the North American version is preferred. If you have an earlier version, please upgrade at http://www.netscape.com (from homepage, click "Browsers") or http://www.microsoft.com (from homepage, click "Free Downloads"). Contact your DOIM or IMO if you need assistance.
2. **Go to Army Knowledge Online**. Army Knowledge Online is located at http://www.us.army.mil.
3. **Click on "US Army Certificate" (New users only)**. Upon your first visit to Army Knowledge Online, you will receive a certificate that allows your browser to recognize all Army Knowledge Online certified servers. This certificate will allow you to access the PERSCOM Officer Career Management Knowledge Center securely. You will be led step-by-step through this process.
4. **Click on "Sign In".** When prompted, enter your user name and password.
5. **Go to the "PERSCOM Officer Career Management Knowledge Center"** (Listed under the Frequently Used Links).

HOW TO SUBMIT YOUR PREFERENCE STATEMENT FROM THE KNOWLEDGE CENTER

1. To access your Preference Statement, click on the "Preference Statement" link found on the left-hand side of the PERSCOM Officer Career Management Knowledge Center home page.
2. A list of all current processes for which you are eligible will appear in the right frame.
3. Click on your name as listed under the FAD process.
4. Click on the "edit" button found at the top of the screen, underneath the words "Functional Area Designation".
5. Your Preference Statement will open up with your personal information pre-populated at the top of the form. Follow the step-by-step instructions on the form to complete and submit your Preference Statement.

If after submitting your Preference Statement online, you change your mind, you may make changes and re-submit your form at any time within the FAD process window (check the Calendar section of the site for cut-off dates). **If you have submitted your Preference Statement electronically, please do not submit a paper Preference Statement.**

TO GET HELP

If you experience problems with the site, or have questions about the PERSCOM Officer Career Management Knowledge Center, please contact the AKO Help Desk, which is staffed from 0600 to 2200 EST:

Toll-free:	1-877-AKO-USER
DSN:	654-3791
E-mail:	help@us.army.mil

You can also submit questions about the application or its contents online by utilizing the Feedback function, or by clicking on the "AKO HelpDesk" link found at the bottom of each page within the site.

If you have questions about your eligibility, contact the FAD Program Manager, (703) 325-5100, DSN: 221-5100, jason.lerner@hoffman.army.mil.